

STATINTL

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Chief, Administrative Services

1 June 1951

Director of Training

Commendation.

1. We in this Agency who are furthest away from manual skills are oftentimes too prone to belittle the accomplishments of the support personnel without whom we could not function. It is seldom we realize how valuable these people are to us in the implementation of the intelligence processes unless an outstanding performance is called to our attention.

2. The recently completed job at Alcott Hall, Wing A, Second Floor, by the carpenters and painters of the Public Buildings Service, far exceeded our expectations both as to the quality of the work and the rapidity with which the job was completed. The work also was accomplished with a minimum amount of inconvenience to Training Office personnel owing to the thoughtful cooperation of the Public Buildings Service workmen concerned.

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4. [REDACTED] and his assistant, who constructed the booths in the Rapid Reading room, also deserve special commendation.

cc: DD/A ✓
MB:mrf

5/ MATTHEW BAIRD

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